

Minutes

Town of Ledgerview Zoning & Planning Commission

May 13, 2015

Members Present: Chairperson Jane Tenor, Vice Chairperson Mark Handeland, Mark Chambers, Taurino Garcia, Chet Lamers, Renee Van Rossum and Rebecca Afshar.

Support Staff Present: Dustin Wolff (Town Planner) and Renae Peters (Recording Secretary)

The meeting was called to order at 6:00pm.

Approve/ Amend Agenda: Mark Handeland made a motion to approve the agenda as posted. Taurino Garcia seconded the motion. Motion carried.

Minutes: Mark Handeland made a motion to approve the April 15, 2015 minutes with a minor spelling correction. Renee Van Rossum seconded the motion. Motion carried.

Public Hearings: None

New Business:

- a. The Commission briefly discussed a nomination for the position of Vice Chairperson. Rebecca Afshar nominated Mark Handeland and he accepted. **Rebecca Afshar made a motion to elect Mark Handeland as Vice Chairperson. Taurino Garcia seconded the motion. Motion carried.**
- b. The Commission reviewed the request by Paul Gregoire of Colortech, Inc., agent for Michelle Whittemore of Littlemore Twigs, for a wall and blade sign located on parcel D-1622, 3706 Creamery Road. This property is in the Olde School Square Neighborhood Center District (NCD). Chapter 79, Signs, of the Town Code does not discuss signage in NCD; there must be a code of development established for signs within this development. The wall sign, 33 sq. ft., will lie flush to the wall and will face Creamery Road. The blade sign, 6.67 sq. ft., will face Dickinson Road. The proposed signs are appropriate with the Olde School Square code of development. No lighting or moveable graphics are proposed. **Rebecca Afshar made a motion to recommend approval of the sign request for Littlemore Twigs, 3706 Creamery Road. Chet Lamers seconded the motion. Motion carried.**
- c. The Commission reviewed the request from Dennis Lotto, owner, for a conditional use permit (CUP) for a liquid manure storage facility located on parcel D-306, 4176 Elmview Road. The Town Code classifies manure storage pits as

“man-made bodies of water” and a CUP is required due to the A-2, Agriculture zoning. The DNR and NRCS regulates use, while the Commission monitors initial findings of fact. The findings of fact are as follows: The conditional use furthers the Town’s commitment to enable the operations of agricultural lands, the proposed improvement is harmonious with the Comprehensive Plan by supporting agriculture operations, the manure storage will be contained and used only by the property owner and will maintain the consistency, intensity and impacts of the property doe agricultural purposes. There is no public benefit or adverse public impact. Mr. Lotto was asked by the Commission how he currently disposes of manure and he replied that he hauls manure to fields daily. Mr. Lotto stated that he would continue to haul during the summer months and the manure storage would be used for winter storage and general drainage catch year-round. A public hearing at the Town Board level will be held on June 1, 2015.

- d. **Chet Lamers made a motion to recommend approval of ZPC Resolution 007-2015 for a Conditional Use Permit for Dennis Lotto for a manure storage facility at 4176 Elmview Road. Renee Van Rossum seconded the motion. Motion carried.**
- e. The Commission reviewed the request by David Chrouser of Mau & Assoc., agent for Gary & Katherine Ambrosius, owners, for a Certified Survey Map (CSM) creating Lot 1 on parcel D-200, 2795 Dickinson Road. The property is zoned R-1, Residential and meets lot width, area, setback and access requirements. Though connectivity with Kuyper Lane should be discussed with any future development, this CSM does not impact any dedication for road or parkland at this time.
Rebecca Afshar made a motion to recommend approval of ZPC resolution 008-2015 for Gary & Katherine Ambrosius for a CSM creating Lot 1 on parcel D-200, 2795 Dickinson Road with the following correction: Be It Further Resolved, that the dedication of Kuyper Lane shall not be required....
- f. The Commission reviewed the request by Gregg Francisco of Howard Motors for a site plan adding asphalt, gravel and additional landscaping to parcel D-424-1, 3510 Monroe Road. The parcel is zoned LI, Light Industrial. The proposed plan includes additional gravel at the rear of the existing building for long-term parking, asphalt for parking in front of the building and lawn on the north side of the building. Plans for future lighting were submitted but more details are needed. The landscape plans will screen parking areas and the monument sign though Town Code dictates that two trees should be added along Monroe Road due to the length of frontage. The Commission agreed that no extra screening was needed for the proposed gravel parking area. The owner, Town Engineer and Brown County officials met and approved drainage and floodplain issues.
Mark Handeland made a motion to recommend approval of the site plan for additional gravel, asphalt and landscaping at 3510 Monroe Road with the following conditions:
 - 1. **Details of the lamp type and wattage with photometric plan provided to Town Building Inspector for approval.**
 - 2. **Revise landscape plan to include two trees along Monroe Road.**

3. **Petitioner to coordinate with the Town Engineer to ensure drainage issues are properly handled.**

Taurino Garcia seconded the motion. Motion carried.

- g. The Commission reviewed the request by Steve Bieda of Mau & Assoc., agent for Ryan Radue of Seville Properties, LLC, applicant, for a preliminary plat for The Crossing at Dollar Creek subdivision located on parcels D-184 & D-184-3 on Dollar Road. Mr. Wolff told the Commission no action would be taken because the wetland delineation was yet to be submitted. The preliminary plat consists of 36 single-family lots with access from a continuation of Dollar Lane. Parkland is not required at this time but is required when development continues to the west. Mr. Radue informed the Commission that he is working with Ken Leanna (D-184-2) on the Dollar Lane continuation and that he would like to submit Lots 1-4 as a separate Certified Survey Map to speed things along with development of those lots. The Commission discussed issues including making sure Outlot 1 is marked as dedicated to the public, future trails/ connectivity and layout. Mr. Radue is aware that sidewalks are required but, as cul-de-sacs with less than ten lots do not have that requirement, asked that sidewalks only be constructed on lots 22-25, 35-36 for access to the outlot. The sidewalk discussion continued for lots 13-15. Mr. Radue stated that a culvert would be placed at the stream at the west end of Labyrinth Lane. He also would like to construct the boulevard entrance at Dollar Lane for traffic calming purposes. **Renee Van Rossum made a motion to open the meeting for public comment at 7:15. Chet Lamers seconded the motion. Motion carried.** Linda McAllister-Lorger, 3363 Dickinson Road, asked if sidewalks would be required on the south-west side of Dollar Road. Mr. Wolff answered that they would not be required at this time. Ms. McAllister-Lorger also asked if municipal water and sewer would be available to the west end of Dollar Road. Mr. Wolff stated that staff and the Sanitary District are working on it though water is already available up to parcel D-184-2. **Renee Van Rossum made a motion to close the meeting to public comment. Rebecca Afshar seconded the motion. Motion carried.** No action was taken on the preliminary plat request.
- h. With development along the I-43 Business Park corridor, Mr. Wolff asked the Commission if they would review the code sections of Chapter 79, Signs, pertaining to double frontage signs and billboards. A visual survey of free-standing and wall signs will be discussed by the Commission at the June 10, 2015 meeting. The last amendment to the sign code for billboards was in January 2011. Ms. Peters will provide the meeting minutes documenting the change for the Commission to review, also at the June meeting.

Old Business: None

Comprehensive Plan Update:

The Commission scheduled a workshop for May 27, 2015 and continued their discussion of Chapter 5, Housing. Topics included garage to home façade ratio, conservation subdivisions and initiatives to work with developers on preserving priority

areas in the Town for future public access. Mr. Wolff asked the Commission to review Chapter 6, Community Facilities and Utilities and the Future Land Use Map for the workshop. Mr. Lamers asked if developments are studied to determine if they are cost effective and not causing a burden on the Town financially. The 2011 Strategic Plan calls for the Town Board to create the tool to evaluate this.

Staff Report:

- a. Future Agenda Items: The Crossing at Dollar Creek preliminary plat and Chapter 79 code amendment.
- b. Town Board decisions: Institutional zoning amendment had its second reading, approved the TID 1 and rezone of parcels D-184 and D-184-3

Communications:

The Commission asked if they could grant variances. Mr. Wolff replied that they could but usually don't because the Town has the Zoning Board of Appeals. Chet Lamers asked if there was another way to be reminded of the meeting dates and time. Ms. Peters replied that she would supply the dates to each commissioner to enter into their personal calendars for notification.

Mark Handeland made a motion to adjourn at 9:11pm. Renee Van Rossum seconded the motion. Motion carried.

Minutes prepared and signed on May 14, 2015 by:



Renae Peters
Recording Secretary